

ANNEX C

MASTER INTERN TRAINING PLAN (MITP)

A. General

This Master Intern Training Plan (MITP) describes the universal requirements for training and development of Comptroller Career Program interns, as well as the unique requirements for each functional specialty. The plan will cover a 24-month period, and may be used in conjunction with the Comptroller Master Training Plans in Annex B, when preparing specific intern Individual Development Plans (IDPs). Target grade may be GS -9 or GS-11, depending on the individual's qualifications at entry into the intern program, grade structure at the employing organization, etc. Target grade for Presidential Management Interns (PMI) is GS -12.

B. Structure of the MITP

The MITP provides general guidance for a four -phase training program of 24 months. The six -month phases correspond with the performance appraisal cycle, and each phase blends a variety of training formats, as shown in Figure C-1. Supervisors are encouraged to use the six -month evaluations to ensure successful completion of each phase of the IDP. Career interns who successfully complete the program will qualify for non-competitive promotion to their target grade.

STRUCTURE OF THE MASTER INTERN TRAINING PLAN

	Phase 1	Phase 2	Phase 3	Phase 4
Orientation	X			
General Skills Training	X	X		
Leader Development Training	X			
Rotational Assignments	X	X	X	
Functional Courses	X	X	X	X
On the Job Training	X	X	X	X

Figure C-1

1. Phase 1. The first six months of training provide an orientation to federal employment (as applicable), to DOD/DA, and to the individual's organization; DA civilian leader development training; and introductory functional specialty training (formal and on -the-job). Based on the needs of the individual employee, this phase may also include training in general skills such as writing, briefing techniques, and automation applications. Rotational assignments may also be included in this phase.

- a. Orientation: Conducted locally (estimated 40 hours):
 - (1) Federal employment: Civil service status, employee benefits, standards of conduct, and security requirements.
 - (2) Mission and organ ization of the Department of Defense, Department of the Army, and the local command/activity.
- b. General Skills Training: As determined by supervisor. See page C-5 and C-6.
- c. Intern Leadership Development Course, Center for Army Leadership, Fort Leavenworth, KS, 40 hours.
- d. Rotational Assignments: See pages C-7 and C-8.
- e. Functional Courses: See pages C-9 through C-12, C-15, C-17 and C-20.
- f. On-the-Job Training: See pages C-13, C-16, and C-19.

2. Phase 2. The second six month phase emphasizes continued development of basic functional competencies. This phase normally will include both formal courses and on -the-job training. It may also include some rotational assignments for the intern. Any further general skills training should be completed during this phase.

- a. General Skills Training: As determined by supervisor. See Page C-5.
- b. Functional Courses: See pages C-9 through C-12, C-15, C-17 and C-19.
- c. On-the-Job Training: See pa ges C-13, C-16, and C-19.
- d. Rotational Assignments: See pages C-7 through C-8.

3. Phase 3/Phase 4 . The final 12 months of training should concentrate on advanced specialty training in the intern's functional area, both formal and on -the-job, and on rotational assignments. Rotations should be scheduled to other resource management specialties and, when feasible, to other levels of command.

- a. Functional Courses: See pages C-9 through C-12, C-15, C-17 and C-19.
- b. On-the-Job Training: See p ages C-13, C-16, and C-19.
- c. Rotational Assignments: See pages C-7 through C-8.

C. Career Ladders

Representative career ladders for intern development are depicted at Figure C-2 below. The intern career ladders apply to any CP -11 functional specialty, and both centrally (DA) and locally funded interns. Development plans may be expanded to a maximum of 36 months to provide employees with necessary qualifying experience, training, and/or education.

CP-11 INTERN CAREER LADDERS

	DA/LOCAL INTERN			PMI
GS-12				TARGET
GS-11			TARGET	12 mos
GS-9	TARGET		12 mos	12 mos
GS-7	12 mos		12 mos	
GS-5	12 mos			

Figure C-2

D. Functional MITP

1. Organization. The Master Intern Training Plan identifies universal training and training for each functional specialty within CP -11. The six parts of the plan are listed below. (Each part is divided into: Training Description; Type; Source; Length (in hours); Knowledge, Skill or Ability to be Acquired; Individual Dates; Training Location; and Planning (for the Supervisor)).

- a. Part A: Orientation
- b. Part B: General Skills Training
- c. Part C: Leader Development Training
- d. Part D: Rotational Assignments
- e. Part E: Functional Courses
- f. Part F: On-the-Job Training

2. Terminology. Terminology used to describe the "Type (of Training)" in the MITP is explained below.

a. On-the-Job Training (OJT). Training received during assignment in the functional office that is the target or future permanent assignment.

b. Rotational Assignments (RA). Training received during assignment in the functional office that is not the target or future permanent assignment.

c. Resident Course. Training received in the classroom mode at a school or on-site.

d. Non-Resident Course. Training received in a correspondence, audio-visual or other non-classroom mode.